# COTS Organizational Workgroup

## Meeting Minutes

## September 12, 2000

**Members Present:** Ray Davis, DGIF (Chairman); Jerry Simonoff, DTP; Gerry Pacyna, SCC; Ted Woods, VHDA; Mike Thomas, DIT.

**Members Absent:** Keith Segerson, GMU; Bernie Hill, DOC; Mike O'Neil, DSS; Bill Price, DCR; Phil Bomersheim, CCC; Murali Rao, VDOT.

**Staff Present:** Dan Ziomek, DTP; Diane Wresinski, DTP.

**Staff Absent:** David Nims, COTS Executive Director.

**Guests:** Paul Bucher, VDOT (METRO Info. Services Contractor) for Murali Rao; Chuck Tyger, DTP E-Gov. Implementation Division, for David Nims.

## Agenda:

1:30 to 1:40 -- Opening Remarks and Review of August Minutes

1:40 to 2:00 -- Commonwealth Project Management Program:

- Guidance from COTS Executive Committee — Ray Davis
- General Discussion
- Next Steps?

2:00 to 3:00 -- PSG Review and Analysis:

- Status Report — Diane Wresinski
- Discussion and Approval of Approach
- Next Steps?

3:00 to 3:10 -- Other Business and Summary of Workgroup Decisions

3:10 -- Adjournment -- Location, Date & Time of Next Meeting?

## Discussion:

The September 12, 2000 COTS Organizational Workgroup meeting was called to order by the Chairman, Ray Davis. The August minutes were approved without revision.

The chair briefed members on guidance from the COTS Executive Committee regarding the establishment of a Project Management Workgroup. The consensus of the COTS Executive Committee was to keep the number of separate COTS Workgroups to a minimum. The Committee advised Ray Davis and the Organizational Workgroup to establish a Sub-Workgroup to oversee development of a Commonwealth Project Management Program (PMP). This approach was approved by the Workgroup. Ray Davis and Dan Ziomek will meet with David Nims to organize the Project Management (PM) Sub-Workgroup and solicit participation through COTS. Dan Ziomek was asked to draft and coordinate a recommended set of qualifications for prospective PM Sub-Workgroup members. The recommended qualifications will be provided for comment to the Organizational Workgroup.

Diane Wresinski briefed the Organizational Workgroup on both a recommended process and database for the continuing management of COV ITRM policies, standards, and guidelines (PSG). Diane also presented a preliminary review of existing and proposed PSG that should be evaluated by the Workgroup. After discussion, the Workgroup asked Diane to distribute the PSG Access database for review and comment. Workgroup members agreed to comment on the suitability of the database and to validate the recommended (review and revision or development) priorities assigned to the PSG listed in the database. Members requested that rescinded PSG be purged from the database prior to distribution.

Other Business: Dan Ziomek briefed the Workgroup regarding preparations for COVITS. Dan provided a written summary of Organizational Workgroup activity to the Communications Workgroup for use as a handout at the COTS booth during COVITS. (NOTE: The handout was not included in the COTS folder at COVITS. No explanation was provided.)

## Summary of Workgroup Decisions:

1. The Workgroup approved establishment of a Project Management Sub-Workgroup to oversee development and implementation of a Commonwealth PMP.

2. Ray Davis and Dan Ziomek will meet with David Nims to organize the PM Sub-Workgroup and solicit participation.

3. Dan Ziomek will coordinate a recommended set of qualifications for prospective PM Sub-Workgroup members.

4. The Workgroup will review and comment on the proposed PSG Access database for management of PSG.

5. The Workgroup will validate recommended PSG priorities.

6. Diane Wresinski will purge rescinded PSG from the Access database.

## Meeting Schedule:

The next meeting date for the COTS Organizational Workgroup is October 10, 2000. The meeting will be conducted at the Department of Information Technology (DIT), Executive Conference Room, starting at 1:30 PM. As a reminder, future meetings have been scheduled on the following dates (1:30 PM in the DIT Executive Conference Room): November 7, and December 5.